

EMERGENCY MEDICAL SERVICES CAPTAIN

445

DEPARTMENT: Fire/Emergency Medical Services

NATURE OF WORK:

This is advanced technical and supervisory work in coordinating and supervising the delivery of emergency medical services on an assigned shift.

Work includes responsibility for EMS delivery; responding to calls to provide assistance to medical personnel or establish command at a major incident. Work involves ensuring adequate coverage for Medics on assigned shifts and providing back up when necessary. Work is performed independently under the general supervision of the EMS District Chief and is reviewed through conferences, reports, and analyses of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Orients new staff, coordinates training of Medics on shift, assigns and reviews work, maintains work standards, evaluates performance of staff, and approves leave requests.

Monitors ALS Preceptor Program to ensure compliance for new employees.

Ensures adequate coverage on shift by locating a Medic or Senior Medic to cover any vacancy which may arise due to leave, illness, resignation, etc., or by serving as Medic as necessary; coordinates with district chiefs to assure them of coverage.

Assumes responsibility and command of EMS operations at multiple patient incidents.

Monitors patient care for adherence to established medical standard of care and SOP's.

Investigates all complaints, grievances, infractions of county policy or standards; recommends corrective disciplinary action to EMS District Chief as necessary.

Assists with patient care as needed or requested.

Assists EMS District Chief in preparation of annual budget.

Maintains records and reports for all EMS activities; prepares monthly and annual EMS statistical reports.

Reviews leave records.

Develops comprehensive training programs covering specialty or other assigned areas; conducts EMS training. Maintains adequate EMS supplies; provides units with supplies as needed.

Inspects EMS equipment and apparatus including training materials; identifies need for repairs; coordinates vehicle maintenance and repair with district chief; may assign maintenance and housekeeping tasks related to EMS equipment and materials.

Coordinates recovery of EMS equipment left at area hospitals.

Ensures that Medics receive necessary training; arranges for annual C.P.R. recertification and monthly EMS in-service training for FIRE/EMS personnel on assigned shift; maintains training records.

Coordinates the operation of EMS activities throughout the County.

Performs work safely and in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of emergency medical methods, practices, and procedures.

Thorough knowledge of basic life support and advanced life support procedures.

Thorough knowledge of EMS protocols.

Thorough knowledge of county geography.

Considerable knowledge of paramedic practice.

Considerable knowledge of fire suppression and prevention methods, practice, and procedures.

Considerable knowledge of the principles of supervision and public administration.

Ability to plan, coordinate, and direct the activities of multiple EMS resources at complex incidents.

Ability to plan, coordinate, and direct the work of others.

Ability to understand and carry out oral and written instructions.

Ability to deal courteously, but firmly, with the public on especially difficult and sensitive issues.

Ability to analyze complex situations and to formulate and direct quick, effective, and reasonable course of action with regard to hazards and circumstances.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; certification as a EMT-(Paramedic); three years experience as an Senior Medic; ACLS, PHTLS, and BTLS certification required; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid Virginia driver's license.

Successful completion of a vehicle extrication course.

Possession of Hazardous Materials Awareness Operations levels certification.